
State of California
Department of Technology

**Cloud Computing Policy Exemption
Form**

Preparation Instructions

Statewide Information Management Manual – Section 18B

December 2017

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CLOUD COMPUTING POLICY – Infrastructure EXEMPTION FORM PREPARATION INSTRUCTIONS

1.0 OVERVIEW

Per State Administrative Manual (SAM) Section 4983, Agencies/state entities shall use a cloud service model whenever a feasible and cost effective solution is available. The use of cloud services must be consistent with the factors described in SAM Section 4981.1. Should an Agency/state entity determine that the use of a cloud service solution is not feasible, or the required solution is not provided through California Department of Technology (CDT), they shall submit an exemption request to CDT for approval.

Before proceeding with the acquisition of a non-cloud solution, or a non-CDT provided cloud solution, Agencies/state entities must submit a completed and signed *Cloud Computing Policy Exemption Form* to the CDT, Office of Project Delivery using the template found in Statewide Information Management Manual (SIMM) Section 18C.

2.0 CLOUD COMPUTING POLICY EXEMPTION FORM

2.1 General Information

Agency/State Entity Name: Enter the name of the Agency or state entity that is submitting the Cloud Computing Policy Exemption Form.

Submission Date: Enter the date the Cloud Computing Policy Exemption Form is being submitted to CDT.

Contact First Name: Enter the first name of the Agency or state entity representative who will be the primary point-of-contact for CDT questions and comments.

Contact Last Name: Enter the last name of the Agency or state entity representative who will be the primary point-of-contact for CDT questions and comments.

Contact Email: Enter the email address of the contact provided above.

Contact Phone: Enter the ten-digit phone number of the contact provided above.

Total Estimated One-Time Cost: Enter the total estimated one-time cost of the non-cloud solution acquisition.

Total Estimated Annual Ongoing Cost: Enter the total estimated annual ongoing cost of the non-cloud acquisition. If costs are anticipated to fluctuate, please include a five (5) year average of on-going costs.

2.2 Business Case

Provide a brief summary of the business need or business problem that the cloud or non-cloud technology solution will address. Describe why the solution is vital for the continued success and growth of the business program that this acquisition will enable, support, and/or enhance.

2.3 Justification

Provide a description of why commercial and/or government cloud services are not feasible, or why the required solution cannot be provided through CDT. Additionally, if applicable, describe how the purchase of the non-cloud solution will benefit the business program.

3.0 CIO AND AIO SIGNATURE AND DATE

By signing this document, the signatory is confirming that the requesting Agency/state entity certifies that the planned acquisition or use of the described software or infrastructure does not require prior approval from CDT as defined by SAM 4819.34. Additionally, the signatory confirms that the Agency/state entity meets all CDT published security and privacy policies (SAM Sections 5100 and 5300 through 5399) and that the significant business need merits the acquisition of this solution. State entities not governed by Agencies are not required to include an AIO's signature.

4.0 REQUEST SUBMISSION

Submit the completed *Cloud Computing Policy Exemption Form* in PDF format to [CIO Project Oversight@state.ca.gov](mailto:CIOProjectOversight@state.ca.gov). Include "Cloud Computing Policy Exemption Form" within the subject line. Upon approval from CDT, the Agency/state entity may proceed with the acquisition process.

Questions related to transmittal requirements should be directed to your Agency/state entity's CDT Project Oversight Manager; assignments can be found at: <https://cdt.ca.gov/project-approvals-and-oversight-contact/>.